UNITED STATES DEPARTMENT OF STATE
U.S. EMBASSY ADDIS ABABA, PEPFAR ETHIOPIA COORDINATION OFFICE
NOTIFICATIONS OF FUNDING OPPORTUNITY (NOFO)

This is the announcement of notice of funding opportunity:

Funding Opportunity Title: PEPFAR Ethiopia Community-Led Monitoring (CLM) Activities
Funding Opportunity Number: 2023-PECO-003
Federal Assistance Listing/Catalog of Federal Domestic Assistance Number: 19.029
Type of Award: Fixed Amount Award
Total Amount Available: $ 375,000
Maximum for Each Award: $ 25,000
Maximum Expected Number of Awards: 15
Type of Solicitation: Open Competition
Deadline for Applications: **July 31,2023**

A. PROGRAM DESCRIPTION

DESCRIPTION:

The U.S. Embassy Addis Ababa / PEPFAR Ethiopia Coordination Office (PECO) is pleased to announce an open Notification of Funding Opportunity (NOFO) to implement the Community-Led Monitoring (CLM) activity.

The community Led Monitoring activity is funded through the President's Emergency Plan for AIDS Relief (PEPFAR). The CLM activity will be implemented by local civil society organizations in close collaboration with other partners and the Government of Ethiopia. The goal of the CLM is to help PEPFAR programs and health institutions diagnose, and pinpoint persistent problems, challenges, and barriers related to HIV service delivery, uptake and access at the community and facility levels. CLM, through continuous monitoring and advocacy efforts, aims to improve quality of service delivery and client outcomes by identifying data-driven solutions that will overcome barriers and ensure beneficiaries access and receive optimal client-centered HIV services.

Through the PEPFAR Coordination Office, the U.S. Embassy in Addis Ababa manages the Community Led Monitoring grant, and is seeking proposals from registered local Community-based organizations and other civil society groups, networks of key populations (KP), people living with HIV (PLHIV) networks and associations, women-led civil society organizations, youth led organizations and other affected groups, or community entities that gather quantitative and qualitative data about HIV services and whose mission and activities focus on HIV programming.

CLM is key to ensuring availability, access to, and delivery of quality HIV care and services. CLM will empower clients and communities to seek out this information, increase their health literacy, expand engagement with health service delivery, support demand creation, and demand accountability from the health system to improve quality of these services.

CLM data will be collected using standardized indicators and tools and synthesized through a variety of methods that reveal insights from communities/beneficiaries as well as health care providers about problems and solutions to HIV services delivery at the facility, community, sub-national and national levels. Results from CLM will be presented and analyzed collaboratively by community representatives, service providers and facility managers to ensure dialogue and engagement from all key players in the identification and subsequent implementation and monitoring of solutions and actions necessary to improve the quality and continuity of services.

The data collection and analysis will ultimately inform the community-based organizations and other key stakeholders at all levels to develop a joint action plan to inform advocacy efforts, to address key barriers identified, and monitoring the outcome, and influence policy changes, as needed.

OBJECTIVE:

The collective objective of Community-Led Monitoring is to develop a shared understanding of the enablers and barriers to quality HIV services in a manner that is community-driven, community-led and collaborative, productive, respectful, and solutions-oriented, and advocates for change and addresses the key barriers identified.

The program seeks to encourage PLHIV, youth, women, key populations (KP) and other affected communities to be self-reliant and equipped to undertake similar activities on their own in the future.

The implementation period for CLM awards is one year. The maximum funding for a single award is $25,000. The project period is anticipated to be October 1st, 2023, to September 30th, 2024.

Successful CLM projects must comply with the following principles:
- CLM must be led by communities that are representative of people affected by HIV and are being served by services, including PLHIV, women, youth, KP, etc.

- CLM must be conducted by independent and local civil society or community organizations, not government institutions or multilateral bodies.

- Monitoring data should reflect an 'added value' and not duplicate collection of routine data already available to Ministry of Health information system, PEPFAR through MER or SIMS or other Quality Assurance approaches.

- CLM mechanisms must be action oriented and ensuring accountability. The data collection, patient reports or descriptions of experiences, must be strategically linked to a follow-up process with the concerned party including the health facilities and health administrations and advocacy for service quality improvement.

- CLM mechanisms must systematic and conducted routinely to ensure continuity, follow up, and continuous improvement for sustainability.

B. FEDERAL AWARD INFORMATION

Period of Performance: October 01, 2023, to September 30, 2024
Number of awards anticipated: Maximum 15
Maximum Award amounts: $ 25,000
Type of Funding: PEPFAR Community Grant for Community-Led Monitoring
Total Available Funding: $375,000

Anticipated programs start date: October 1, 2023
Funding Instrument Type: Fixed Amount Award

C. ELIGIBILITY INFORMATION

Eligible Applicants: - CLM funds are meant for activities that are community driven and serve the community at large where they are being funded. Eligible applicants must fulfill the below criteria.

- Independent and local organization registered in Ethiopia by the Ethiopian Authority for Civil Society Organization, and in possession of an active registration status (having completed recent annual performance and audit reports).

- Consortium or network of communities closely working with local organizations registered in Ethiopia by Authority for Civil Society Organization and have active registration status (having recent annual performance and audit reports).

- Independent and local/community-based organizations, youth, women/PLHIV-led civil society organization and faith-based organizations.

- Applicants' programs and projects comply with federal laws, and regulations. Any application that are submitted by organization implementing any activity/program/project which is contradicting with federal laws and regulations will be rejected (https://www.grants.gov/)

- Registration is required in the System for Award Management (SAM). To be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via www.SAM.gov as well as a valid/active registration on www.SAM.gov. Interested applicants should start registering in SAM.GOV as soon as possible if they do not have ones or immediately update their registration if they have inactive registration status.

- Exclusion status – those organization with active exclusion for federal assistance on www.SAM.gov will not be eligible for grant awards.

D. APPLICATION AND SUBMISSION INFORMATION

General Eligibility Criteria and Submission Requirements
Please follow all the below instructions carefully and use only the application forms specified in this announcement. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be rejected. All questions in the application form must be addressed to be eligible.

- The proposal should be aligned with the purpose and requirements for Community Led Monitoring program as indicated in this Notice of Funding Opportunity (NOFO).
- Each proposal MUST include an Executive summary outlining project objectives, proposed cost, and activities with timeline for implementation.
- Applicants should submit ONE project proposal that does not exceed 10-15 pages.
- Applicants should submit a separate detailed budget plan listing activities and itemized cost for each activity.

- All documents must be written in English.
- All budgets must be in U.S. Dollars
- All pages must be numbered including budgets and attachments.
- All documents are 1.5 spacing, 12-point Times New Roman font.

The following documents are **required need to be submitted along with the application forms**:

1. **Mandatory application forms**
   - SF-424 *(Application for Federal Assistance – organizations). Available at:* *https://usdos.sharepoint.com/sites/A-OPE/FA/Tool%20Kit/SF-424%20-%20Application%20for%20Federal%20Assistance%20-%20Organizations.aspx*

   - SF-424A *(Budget Information for Non-Construction programs). Available at:* *https://usdos.sharepoint.com/sites/A-OPE/FA/Tool%20Kit/SF-424A%20-%20Budget%20Information%20for%20Non-Construction%20Programs.aspx*

   - SF-424B *(Assurances for Non-Construction programs). Available at:* *https://usdos.sharepoint.com/sites/A-OPE/FA/Tool%20Kit/SF-424B%20-%20Assurances%20for%20Non-Construction%20Programs.aspx*

2. **Summary Page:** Cover sheet stating the applicant's name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

3. **Proposal (*15 pages maximum*):** The proposal should contain sufficient information to describe the project and it must include all the items below.
   - **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
   - **Introduction to the Organization applying**: A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
   - **Problem Statement:** Clear, concise, and well-supported statement of the problem to be addressed and why the proposed program is needed.
   - **Program Goals and Objectives:** The "goals" describe what the program is intended to achieve. The "objectives" refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
   - **Program Activities**: Describe the program activities and how they will help achieve the objectives.
   - **Geographic coverage and sites** – Clearly describe geographic area (region, zone/sub-city, woreda) and sites. Sites shouldn't be less than 5 and should also consider inclusion of community sites, public, private and NGO sites as applicable.
   - **Defining communities** – Clearly describe which community groups will be leading and part of CLM process.
   - **Program Methods and Design**: A description of how the program is expected to work to solve the stated problem and achieve the goal.
   - **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
   - **Key Personnel:** Names, titles, roles, and experience/qualifications of key personnel involved in the program. Please also note what proportion of their time will be used in support of this program.

- **Program Partners:** List the names and type of involvement of key partner organizations.
- **Program Monitoring and Evaluation Plan:** Plan how the activities will be monitored to ensure they are implemented in a timely manner, and how the program will be evaluated to make sure it is meeting the goals of the grant.
- **Future Funding or Sustainability** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.
4. **Budget Justification Narrative:** After filling out the SF-424A Budget, use a separate sheet of paper to describe each of the budget expenses in detail.
5. **Attachments:**
   - 1-page CV or resume of key personnel who will be working on the program
   - Letters of support from government entity from the area where work will be carried out.
   - Official registration certificate from Ethiopian Authority for Civil Society Organization

6. **Funding Restrictions**

The Community-Led Monitoring Program fund cannot be used for <u>salaries, project vehicles, renting of houses or other overhead costs, or other unintended activities which are not specified in the project proposal</u>. Please note that Federal award funds cannot be used for alcoholic beverages.

7. **Submission of PEPFAR Community Grant application:**

Before applying, applicants should review all the terms and conditions which will apply to this award, to ensure that they will be able to comply. **Applications can be submitted at any time during application period but no later than July 31, 2023, to be considered for funding.**

All application materials must be submitted by email at AddisAbabaPEPFAR@state.gov

E. APPLICATION REVIEW INFORMATION

1. **Criteria**

Applications that fulfill the eligibility criteria and all the required documents will be technically evaluated and rated based on the evaluation criteria outlined below.
- **Quality and Feasibility of the Program Idea - 25 points:** The program idea is well developed, with clear description of the problem, geography and sites, type of intervention and implementation strategy on how program activities will be carried out and clearly understanding of the CLM principles. The proposed project can be completed within a one-year project period**.**
- **Nature of the organization and representation of the community – 15 points:** The proposal clearly identifies which community groups will be leading, which groups will be active members of the CLM process, and mechanisms that will be deployed to empower the community members to be part of the project, and proximity of the applicant's structure and proposed activities to the needs of the community.
- **Organizational Capacity and experience - 15 points:** The organization/group has the know-how of proposed intervention and has completed some preparation steps for effective implementation of the proposed project. The project implementation team is organized and has the required set of skills. Proposal demonstrates good stewardship and accountability for managing project financial and materials resources, including setting up a proper bank account.

- **Alignment with Country-Operation Plan (COP23) guidance - 15 points:** The designed project is in line with COP23 guidance including KP and affected population focus – who/what/how the CLM implementation planned, the nature of the organization i.e., led by KP or affected people like PLHIV, women, youth.
- **Experience - 10 points:** Experience in CLM activities or related community-led initiative including monitoring service quality by clients and advocacy for actions.
- **Budget - 10 points:** The budget provides detail cost breakdown. Costs are reasonable in relation to proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.
- **Sustainability - 10 points:** Program activities will continue to have positive impact beyond the life of the project and effectively addresses identified needs and have lasting impact on the lives of target beneficiaries. Mechanisms to ensure community ownership during implementation and after completion of the project are in place**.**

2. **Review and Selection Process**

Initial eligibility screening and in-depth technical review of the application will be made by the PEPFAR Ethiopia Team. A review committee will evaluate all eligible applications and top scoring applicants will be selected. Before awarding the grant, the selected organizations will undergo a pre-grant rapid assessment to ensure readiness and compliance with USG rules and regulations.   Organizations with critical capacity gaps and negative records with federal government or any agency in previous performance will be excluded from awarding.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

Federal Award Notices

The grant award will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document, and it will be provided to the recipient for review and signature by email.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

G. FEDERAL AWARDING AGENCY CONTACTS
If you have any questions about the grant application process, please contact the PEPFAR Ethiopia Coordination Office (PECO)

Tel. (Office): 0111-30-71-25 / 0111-30-62-13
E-mail: AddisAbabaPEPFAR@state.gov